



Indiana Department of Education

SUPPORTING STUDENT SUCCESS

MEMORANDUM

TO: AP School Coordinators and High School Principals

FROM: Amy Marsh, State Coordinator for AP
Michele Walker, Director of Student Assessment

DATE: March 7, 2011

SUBJECT: Guidelines for State Payment of AP Exams

The Indiana Department of Education (IDOE) issued the following statement on February 10, 2011 concerning payment for 2011 Advanced Placement (AP) math and science exams:

“Exams fees for the 2011 Math and Science Advanced Placement exams taken by 11th and 12th grade Indiana students enrolled in the corresponding course from accredited public and nonpublic schools **will be covered in full** by the Indiana Department of Education.” Note: Nonpublic schools must be state accredited.

Exams paid for include:

Biology, Advanced Placement

Calculus AB, Advanced Placement

Calculus BC, Advanced Placement

Chemistry, Advanced Placement

Environmental Science, Advanced
Placement

Physics B, Advanced Placement

Physics C, Electricity and Magnetism,
Advanced Placement

Physics C, Mechanics, Advanced Placement

Statistics, Advanced Placement

In addition, AP exams in **all** other content areas taken by **students eligible for Free and Reduced Lunch** will be covered by the federal grant awarded to Indiana from the U.S. Department of Education.

The following guidelines for schools have been established in order to expedite timely payment from IDOE to the College Board for the federal and state fee reductions.

- Generating and mailing invoices
 - At the top of page 66 of the AP[®] Coordinator’s manual, you will find the following statement: “All schools must generate an invoice online and mail the completed invoice to the AP Program...by June 15, 2011.”
 - Item #4 in the instructions for generating your invoice states, “When you print, multiple copies of the invoice will print out. Keep the school copy for your records and mail additional copies to the addresses indicated on the top of each invoice.” **One of the copies that prints is designated “State Copy”. You must submit the State Copy to IDOE via fax or the U.S. Postal Service, or the IDOE will not pay for your fee reduced exams.** As a safeguard for your school, also send e-mail notice of your submitted invoice, to which we will reply.

Submit to: Amy Marsh

Indiana Department of Education

151 West Ohio Street

Indianapolis, IN 46204

Fax: 317-232-8004

amarsh@doe.in.gov

(This contact information is also on the invoice.)

- Be certain to complete the coordinator information on the invoice, including a legible e-mail address.
- **You are expected to send the State Copy of the invoice to IDOE no later than June 15, 2011.** This is the same deadline by which you must submit your invoice to the College Board to avoid incurring a late fee. If the State Copy of the invoice has not been received by August 15, 2011, the Indiana Department of Education **will not pay** for either the math and science exams or those for low-income students. We will inform the College Board that those schools not responding by August 15 need to pay the total amount.
- Additional information to send with the State Copy invoice
 - Please also send the number of exams given at your school in each subject. A form for this purpose can be downloaded from the AP page of the IDOE website at http://www.doe.in.gov/opd/advpla/adv_pla.htm
- Completing the option ovals on the student's registration answer sheet

Option 1 oval is for Free and Reduced Lunch eligible students.

Option 1 exams include:

Art History
Chinese Language and Culture
Comparative Government and Politics
Computer Science A
English Language and Composition
English Literature and Composition
European History
French Language
German Language
Human Geography
Japanese Language and Culture
Latin: Vergil
Macroeconomics
Microeconomics
Music Theory
Psychology
Spanish Language
Spanish Literature
Studio Art: 2D Design
Studio Art: 3D Design
Studio Art: Drawing
United States Government and Politics
United States History
World History

Option 2 oval is for grades 11 and 12 Math and Science exams covered by state funds.

Option 2 exams include:

Biology
Calculus AB
Calculus BC
Chemistry
Environmental Science
Physics B
Physics C: Electricity and Magnetism
Physics C: Mechanics
Statistics

Please remember:

The Indiana Department of Education expects students to complete both the Advanced Placement course (in the 2010-2011 academic year) and the corresponding exam to receive either the state math and science fee reduction for 11th and 12th grade students or the federal fee reduction for students eligible for Free and Reduced Lunch at public and non-public state-accredited high schools.
 Thank you for your support of this policy!

A final reminder—schools must submit these two documents:

- 1) Your State Copy of the College Board invoice to IDOE
- 2) Completed Advanced Placement Exams 2011 form downloaded at http://www.doe.in.gov/opd/advpla/adv_pla.htm